

**Middle School Initiative****PART I  
COVER SHEET****CAP 4 SEMESTER 1 WEEK 5**

**COURSE:** Flight Commander Staff Duty Analysis, Achievement 9

**LESSON TITLE:** A Plan of Action for Individual Flight Member's Progress

**LENGTH OF LESSON:** 50 Minutes

**METHOD:** Lecture and Performance

**REFERENCE(S):**

1. *Leadership: 2000 and Beyond*, Volume II, Chapter 8
2. CAPP 52-14, *Staff Duty Analysis Guides*, Attachment 1, 15 Oct 98
3. CAPM 39-1, *Civil Air Patrol Uniform Manual*, Chapter 1, 1 Jul 97
4. CAPR 52-16, *Cadet Program Management*, 31 Dec 98
5. CAPR 900-2, *Use of Civil Air Patrol Seal and Emblem: Use and Display of the United States Flag and Civil Air Patrol Flags*, Sections A and B, 10 Sep 99
6. CAPVA 52-1, *CAP Cadet Program Achievement Specifications and Awards*, 31 Dec 98
7. CAPVA 52-2, *Cadet Progress Chart Through Mitchell*, 31 Dec 98
8. CAPVA 52-3, *Cadet Officer Progress Chart Through Spaatz*, 31 Dec 98

**AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S):**

1. Handout 1 - CAP Cadet Program Achievement Specifications and Awards
2. Handout 2 - Cadet Progress Chart Through Mitchell
3. Handout 3 - Cadet Officer Progress Chart Through Spaatz

**COGNITIVE OBJECTIVE:** The objective of this lesson is for each cadet to develop a plan of action for each flight member's individual progress using three visual aids of the cadet program.

**COGNITIVE SAMPLES OF BEHAVIOR:** Each cadet will willingly achieve the goals set for the unit by the unit leader and the goals of the individuals in his/her flight.

**AFFECTIVE OBJECTIVE:** Using the three handouts, each cadet will write out a plan of action for the members of their flight with tasks and sub-tasks that will meet both unit and individual needs.

**AFFECTIVE SAMPLES OF BEHAVIOR:**

1. Learn to use the telephone as a management tool.
2. Use the various visual aids for detailing the plan of action for each flight member.

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### **PART II TEACHING PLAN**

#### **Introduction**

**ATTENTION:** This will be the beginning of a new learning experience for you. In the CAP Cadet Program, cadet officers' achievements include Staff Duty Analyses. Each achievement is a study of a particular staff position. You will develop and use various materials and resources all which you should have received in your Phase III packets or are available to you within our unit.

**MOTIVATION:** Staff Duty Analysis is not a structured lesson, but one that you must accomplish on your own, using your own thoughts and research. I am sure each of you has wonderful ideas and suggestions for doing different jobs associated with each staff position. This is your opportunity to shine and to develop your leadership style and skills.

**OVERVIEW:** In Achievements 9 through 16, Staff Duty Analysis is part of the leadership training. For Achievement 9, the Flight Commander position will be studied in three parts. In this lesson we will develop a plan of action for individual flight member's progress in the cadet program.

**TRANSITION:** Shall we get started?

#### **Body**

**Instructor's Note:** Handout copies of the visual aids found in CAPR 52-16, *Cadet Program Management*, Figures 2-1 through 2-3.

For this class period, I want each of you to develop a plan of action for individual flight member's progress. Have a set plan with other tasks and sub-tasks (besides drill) in your plan. Learn to use the telephone as a management tool to save time and expense. Get to know your people and their concerns. Use the various visual aids that have been handed out to plan the tasks and sub-tasks that will be required to meet both unit and individual needs.

#### **Conclusion**

**SUMMARY:** We have developed a plan of action for individual flight members using the three visual aids of the cadet program. We will continue with this SDA for the next two weeks with a case study and a staff summary of the flight commander position.

**REMOTIVATION:** The purpose in exposing you to the position of flight commander is to help you become an effective staff officer within the cadet program. Leadership skills are something that will serve you well throughout your entire life.

**CLOSURE:** Thank you for your attention.

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**PART III  
LESSON REVIEW**

**LESSON OBJECTIVE(S):** The objective of this lesson was for each cadet to develop a plan of action for each flight member's individual progress using three visual aids of the cadet program.

**LESSON QUESTIONS:** None